

Section 53: Community Habilitation and Participation Services

53.1 All information pertains only to state-line services

Community Habilitation and Participation Services means services outside of an individual's home that support, in general, learning and assistance in any of the following areas: (1) self-care, (2) sensory-motor development, (3) socialization, (4) daily living skills, (5) communication, (6) community living, and (7) social skills

Community Habilitation and Participation Services can be delivered to an individual one-on-one or in a group setting (see group size below), and in the community or in a facility

The Community Habilitation and Participation Services can be provided within the following categories:

- a. Community Based Individual – CHP-I
- b. Community Based Group – CHP-G
- c. Facility Based Individual – CHP-F
- d. Facility Based Group – CHP-R

Each Category is defined below under Activities Allowed. In general, the Community Habilitation and Participation Services include 1) supervision, monitoring, training, education, demonstration, or support to assist with the acquisition and retention of skills; and 2) Training and education in self-determination (See Allowable Activities for specifics). These activities are directly related to the Individualized Support Plans. Each individual receiving CHP services works toward acquiring the skills to become an active member of the community. The continuum of services within CHP provides opportunities in the facility based and the community based services to become more independent and more integrated within the generic community activities. Community Habilitation and Participation Services – Individual (CHPI) are intended to build non paid relationships and natural supports as a member of the community

53.2 Unit of Service

1 hour (60 minutes) (for state contract funded service)

53.3 Activities Allowed

The following activities are included in Community Habilitation and Participation Services, and services can be provided:

- a. **Community Habilitation and Participation – Community Based – Individual (CHPI)**
 - 1. Focuses on the continuation of the skills already learned in order to build natural supports in integrated settings
 - 2. The individual is ready to interact and participate in community activities and needs the supports of staff to facilitate the relationship building

3. The intent of CHPI is that the paid support staff is needed in order to facilitate the building of the relationships between the individual and other non disabled participants within the activities
4. Ideally, the paid staff will not be needed for long term, but that the natural supports will be sufficient to support the individual in the integrated setting and activities
5. Individual services - 1:1 ratio (1 individual to 1 staff):
 - a) Individual activities must be provided on a 1:1 basis
 - b) It is not acceptable to have several individuals in a group with 1:1 staff
 - c) Each individual should be participating in his or her own activity with appropriate staff
6. Examples of CHPI
 - a) Leisure activities and community/public
 - b) events that are directly related to the
 - c) outcomes outlined in the Individualized
 - d) Support Plan
 - e) Educational activities
 - f) Hobbies
 - g) Unpaid work experience (i.e. volunteer
 - h) opportunities)
 - i) Maintaining contact with friends and family
 - j) Training and education in self-determination designed to help individuals achieve one or more of the following outcomes:
 - k) Develop self-advocacy skills, Exercise civil rights
 - l) Acquire skills that enable the ability to exercise control and responsibility over services and supports received or needed
 - m) Acquire skills that enable the individual to become more independent, integrated or productive in the community
7. Services shall be furnished outside of the individual's own home or residential setting and in the community at large (including the homes of other friends and family for social activities)
8. Services must complement other services the individual receives and enhance increasing independence and quality of life for the individual
9. This service is more intense than CHPG service

b. Community Habilitation and Participation - Community Based – Group (CHPG)

1. Focuses on the continuation of the skills already learned in order to build natural supports in integrated settings
2. The intent of CHPG is that the paid support staff is needed in order to facilitate the building of the relationships between the individual and other non disabled participants within the activities

3. The goal is that the paid staff will not be needed for long term, but that the natural supports will be sufficient to support the individual in the integrated setting and activities
4. Services shall be furnished outside of the individual's own home or residential setting and in the community at large (including the homes of other friends and family for social activities)
5. Services must complement other services the individual receives and enhance increasing independence and quality of life for the individual
6. Group services - 4:1 ratio (no more than 4 individuals to 1 staff)

c. Community Habilitation and Participation – Facility Based -Individual (CHPF)

1. Focuses on the training and the learning in the areas of daily living skills, educational opportunities, hobbies, leisure activities.
2. In addition, the CHPF may focus on developing self-advocacy skills, acquiring skills that enable individual to exercise control and responsibility over services and supports received or needed.
3. This service is more intense than the CHPR services
4. Individual services - 1:1 ratio (1 individual to 1 staff):
 - a) Individual activities must be provided on a 1:1 basis
 - b) It is not acceptable to have several individuals in a group with 1:1 staff
 - c) Each individual should be participating in his or her own activity with appropriate staff

d. Community Habilitation and Participation – Facility Based - Group (CHPR)

1. Focuses on the training and the learning in the areas of daily living skills, educational opportunities, hobbies, leisure activities.
2. In addition, the CHPR may focus on developing self-advocacy skills, acquiring skills that enable individual to exercise control and responsibility over services and supports received or needed
3. Group services - 8:1 ratio (no more than 8 individuals to 1 staff)

53.4 Activities Not Allowed

Reimbursement is not available for Community Habilitation and Participation Services in the following situations:

Services that are available under the Rehabilitation Act of 1973 or Public Law 94-142

- a. Leisure activities that are only diversional in nature, rather than therapeutic in nature
- b. Activities that do not foster the acquisition and retention of skills
- c. Activities that would normally be a component of an individual's daily life or services (such as shopping, banking, household errands, medical appointments, etc.), regardless of whether the supports for the individual are coming from family or residential provider
- d. Services furnished to a minor by the parent(s) or step-parent(s) or by the individual's spouse
- e. Community based activities that are not in an integrated setting. (Staff is not included as a part of an integrated setting)

53.5 Service Standards

Community Habilitation and Participation Services should be reflected in the Individualized Support Plan of the individual

- a. Services must address needs and/or interests identified in the person centered planning process and be outlined in the Individualized Support Plan
- b. Services may be provided in a facility or in the community

53.6 Provider Qualifications

To be approved to provide community habilitation and participation services, an applicant shall:

- a. Meet the requirements for direct care staff set out in 460 IAC 6-14-5
- b. An entity shall certify that, if approved, the entity will provide community habilitation and support services using only persons who meet the qualifications set out in 460 IAC 6-14-5

53.7 Documentation Standards

Community Habilitation and Participation documentation must include:

- a. Services outlined in Individualized Support Plan
- b. BDDS approved provider
- c. State contracted day service providers must have proof of not-for-profit status
- d. Documentation for each day of service rendered. The specific data elements required for each day of service include the following:
 - 1. Name of Individual served
 - 2. Customer ID of the Individual

3. Date of Service (including the year)
 4. Notation of the primary location at which the service was rendered
 5. A description of an issue or circumstance concerning the individual made by direct care staff. The entry should include complete time and date of the entry (include a.m. or p.m.) and the time services commenced and a time services were concluded (including a.m. or p.m.) and a signature that includes at least the last name and first initial of the direct care staff person making the entry. Electronic signatures are acceptable if the provider has a log on file that shows the staff member's electronic signature, their actual signature and their printed name. A minimum of one entry per shift is required.
- e. Documentation in compliance with 460 IAC 6

*** Under 460 IAC 3.5 (Rates for Adult Day Services) Community Habilitation and Participation Services are defined as “*Group Habilitation*” (CHPR and CHPG) and “*Individual Habilitation*” (CHPI and CHPF) respectively**